



## Salt Lake County Job Description

### Animal Control Officer

**DEPARTMENT:** Public Works

**JOB CODE:** 693 **GRADE:** 012

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** Yes

**DIVISION:** Animal Services/4100

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** 07/27/2015

#### **JOB SUMMARY**

Enforces County and Contract city ordinances governing the care and control of animals. Patrols assigned area(s), captures and impounds animals, resolves public complaints, and maintains appropriate records.

#### **MINIMUM QUALIFICATIONS**

Two (2) years of experience in professional animal or livestock handling, customer service, and/or enforcement; OR an equivalent combination of related education and experience.

A valid Driver's License recognized by the State of Utah is required to operate a Salt Lake County vehicle at the time of hire.

Must receive a verified negative test result on a mandatory drug test before starting in this position. Will be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Receives and responds to animal-related calls by utilizing 2-way radio communication, in-vehicle computer system and related software.
- Patrol assigned area(s) and routinely checks for unlicensed or unvaccinated animals. Licenses animals in the field and collects license and/or delinquent fees, and other fees.
- Assists in investigating complaints of animal cruelty, attacks, and animal cruelty.
- Determines the appropriate course of action, such as providing owner education, removing the animal, or other actions.
- Issues verbal warnings, civil and criminal citations for violations of the animal control ordinances.
- Locates, apprehends and impounds animals that are stray, abandoned, rabid, in distress and/or dangerous by safely utilizing a variety of tools and techniques.

- Observes and evaluates the condition of animals, provides basic first-aid, and transports injured/sick animals to veterinary facilities including performing humane euthanasia to prevent pain and suffering of severely injured/sick animals.
- Responds to and resolves nuisance complaints by educating animal owners and complainants about animal control ordinances, and providing advice.
- Places animals under appropriate quarantine and delivers bite specimens to labs for suspected rabies.
- Maintains computerized and paper-based logs of all daily activities. Completes animal identification and tracking forms, documents action taken on all cases, writes incident reports, performs data entry and updates records of recurring violations.
- Observes court proceedings upon request.
- Maintains assigned vehicle and equipment, and disinfects animal transportation cages. May arrange for repair and routine maintenance of equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Practices of humane apprehension and care of animals
- Physical and behavioral characteristics of animals
- Humane and safe procedures for animal euthanasia
- Related computer hardware and software

#### **Skills and Abilities to:**

- Communicate effectively both verbally and in writing
- Effectively negotiate with emotionally upset or hostile animal owners or complainants
- Operate animal control vehicles and all related equipment
- Prioritize, organize, and carry out work assignments
- Read, interpret, and implement animal control ordinances
- Learn and implement County and Contract city ordinances and laws

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Sitting, standing, crawling, kneeling and walking for extended periods and occasional running. Sufficient stamina to restrain animals for extended periods of time. Lifting, carrying, pushing and pulling loads of 25 – 75 pounds on a regular basis and occasionally up to 100 pounds without assistance.

Regular exposure to animals that may bite, kick, scratch or be diseased (including rabies), as well as fur, dander, unpleasant odors, loud noises, exposure to unsanitary conditions, dust, gases, and chemicals. Work is performed in all types of weather. Sufficient manual dexterity and eye-hand coordination is required to operate special animal handling equipment.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Incumbents are required to participate in a rotating on-call schedule, which will include nights, weekends and holidays.

Revised: 09/25/2017/SW